**Moving Letter**

Date

Committee Member

Title

ABC Company

123 Alphabet St.

Thunder Bay, ON X0X X0X

Dear Committee Member:

I understand that your recent move means you will no longer be able to serve on the [Program Name] Program Advisory Committee. On behalf of the Board of Governors, the staff, and the students at Confederation College, I would like to extend our sincere gratitude for your valuable contributions to the committee's work.

I am certain you will continue to follow Confederation College's growth with great interest, and I wish you much success in your new endeavors.

Sincerely,

Michelle Salo, CPA, CGA

President

cc: *xxxxxx*, Coordinator